

## Applying Credit Invoice to Bad Debt Account

- #8 Daily Activities
- #1 Main Financial Software Menu
- #2 Accounts Receivable
- #2 Work with Cash Receipts

Enter date

Enter Account number of Bad Debt customer

Tab to the “Bad Debt Payment Amount” line (bottom right of screen)

Enter the amount of the credit invoice

Put an “X” in the A Column by the miscellaneous entry for bad debt and by the credit invoice to mark both entries as paid

F1 Update

F7 To Edit Entries

### Note

**In order to apply an invoice to a Bad Debt the customer’s account default payment option and the COD code must be left blank.**